

AGENCY: STATE BOARD OF TECHNICAL PROFESSIONS

ARTICLE 14. CONTINUING EDUCATION REQUIREMENTS

NUMBER: 66-14-7

TITLE: Records.

66-14-7. Records. (a) Each licensee shall maintain records on forms prescribed and furnished by the board to support the professional development hours claimed by the licensee.

The records shall include the following:

(1) A log showing the type of activity claimed, the number of professional development hours earned, and other information as applicable; and

(2) supporting documentation, which may include documentation of any of the following:

(A) Presentations or attendance at meetings, conventions, conferences, programs, seminars, and similar activities, which shall be documented by verification records in the form of completion certificates or other documents supporting evidence of attendance;

(B) authoring published papers or books, which shall be documented by proof of publication; or

(C) mentoring, which shall be documented by completion of a board-approved form signed by both the mentor and the mentored individual indicating dates and a description of the activities.

(b) The licensee shall maintain the records for at least four years and shall provide a copy to the board, upon request. (Authorized by and implementing K.S.A. 74-7013 and 74-7025; effective March 1, 1996; amended Jan 23, 2009.)